IMU-HQ/C/13/18/1/1/2024-Acad   Dated: 18.07.2024

CIRCULAR – 2412

Sub: Procedure for data entry and certificate verification – Affiliated Institutes-Academic Year 2024-2025.

Ref: UG (Except BBA) –Provisional Rank List- Published in IMU Website on 14.06.2024

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1. IMU-CET 2024 results were published on IMU website on 14.06.2024.

2. Candidates qualified in IMU-CET fulfilling the eligibility criteria relating to age, educational qualifications, and medical fitness as per IMU norms are eligible for admissions to the Programmes offered in IMU Campuses and its Affiliated Institutes for the Academic Year 2024-2025.

3. The Procedure for certificate verification and related details are mentioned as follows:

   a. **Online Entries on Web based Software:**

   For entering the details of candidates selected by Affiliated Institutes, data entry portal will be opened from **26.07.2024 till 29.07.2024**. It shall be the responsibility of the Affiliated Institute concerned to upload the details of the students admitted in the portal through their respective login. Further they are required to send the original certificates and medical certificates of their candidates for verification through the representative to the designated IMU Campus. At the designated IMU Campus, these online entries will be verified with reference to the Original Certificates, Medical Certificates etc. *No 'Admission Registration Number' will be allotted to the candidates unless the above formalities are fulfilled*.

   b. **Online Payment of Admission Registration Fee and Programme Fee:**

   After the data submission, Admission Registration fee and the programme fees payment have to be done by the candidates individually through a login through which the candidates will be able to do the payment. The credentials and time schedule for payment will be intimated in due course of time.

c. **Verification Process:**

Affiliated Institutes must make sure that all their candidates have made online payment of Admission Registration Fee of Rs. 10,000/-(Non-Refundable) and Programme Fee of Rs. 30,000/-(Non-Refundable) totalling Rs. 40,000/-(Non-Refundable) per candidate. **Only those candidates whose payments are received shall be verified at the designated campuses.**

Affiliated Institutes' representative (at the rank of Officer / Faculty) will have to report to the Director of the designated IMU Campus along with the authorisation letter and identity card for verification process, on the date mentioned against the Institute as given below:

	Designated IMU Campus for Verification of Certificates		
Sl. No.	Name of the Affiliated Institute	Date on which Certificate verification will be held	Venue of Certificate Verification
1.	Hindustan Institute of Maritime Training, Chennai	30 July 2024	**IMU Chennai Campus** East Coast Road, Uthandi, Chennai - 600 119
2.	Coimbatore Marine College, Coimbatore	30 July 2024	
3.	RL Institute of Marine Science, Madurai	30 July 2024	
4.	Dr. B R Ambedkar Institute of Technology, Port Blair	31 July 2024	
5.	Southern Academy of Maritime Studies, Chennai	31 July 2024	
6.	Jeyanthinathar Academy of Marine Studies, Thoothukudi	31 July 2024	
1.	College of Ship Technology, Palakkad	30 July 2024	**IMU Kochi Campus** IMU Management Block, Dept. of Maritime Management, Bristow Road, Willington Island. Kochi – 682003.
2.	Eurotech Maritime Academy, Kochi	31 July 2024	
1.	International Maritime Institute, Noida	30 July 2024	**IMU Kolkata Campus** P-19 Taratala Road, Kolkata - 700088
2.	Shriram Institute of Marine Studies, New Delhi	31 July 2024	
1.	Anglo Eastern Maritime Academy, Mumbai	30 July 2024	**IMU Navi Mumbai**

2.	Maritime Training Institute, (SCI), Mumbai	30 July 2024	**Campus** T S Chanakya, Karave, Nerul, Navi Mumbai - 400706.
3.	The Great Eastern Institute of Maritime Studies, Pune	31 July 2024	
4.	Seven Islands Maritime Training Institute, Raigad	31 July 2024	
1.	Tolani Maritime Institute, Pune	30 July 2024	**IMU Mumbai Port Campus** MERI, MUMBAI Hay Bunder Road, Mumbai- 400033.
2.	Samundra Institute of Maritime Studies, Mumbai	30 July 2024	
3.	Training Ship Rahaman, Mumbai	31 July 2024	
4.	Yak Educational Trust, Mumbai	30 & 31 July 2024	

Certificate Verification will not be done other than the scheduled date. No extension will be given.

Verification will be done as per schedule mentioned above between 10.30 a.m. and 5.00 p.m. Affiliated Institutes should ensure that this work is completed for all their students positively on these scheduled days. The list of Original Certificates and Medical certificates to be produced for verification in respect of each candidate is given here in under:
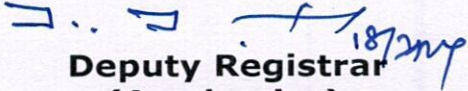
- Proof of Age - Birth Certificate/SSLC or equivalent mark sheet.
- Higher Secondary School or equivalent mark sheet.
- Community Certificate [only for ST, SC and OBC (NCL)]/ Gen-EWS, if applicable.
- Printed copy of IMU's CET Rank Certificate. Candidates who are shown as qualified in reserved category (SC/ST) in the rank certificate, should be accompanied with valid SC/ST certificate.
- Photocopy of Aadhar Card.
- Medical Fitness Certificate from a registered Medical Practitioner.

d.   Medical Fitness Certificate

Candidates selected for Diploma in Nautical Science, B.Sc (Nautical Science) and B.Tech (Marine Engineering) should produce a Medical Fitness Certificate with confirmation of eye sight fitness from a panel of Doctors/ Hospitals approved by the Director General of Shipping, Mumbai.

4. **Lateral Entry Admission & Verification** – it is informed that vide IMU Circular 2409 initial intimation for lateral entry admissions were issued. This year the classes for lateral entry & all First/second/third/fourth year students will commence on 01.08.2024. Affiliated Institutes will have to do the certificate verification at their designated IMU Campuses as indicate in the table at para 3.C. The verification for lateral entry will be done offline. All Affiliated Institutes should be ready with required documents and DD's handy on above scheduled dates (IMU may ask the students to pay online in place of DD). The admissions of the lateral entry candidates will be provisional till the time originals are shown at the campus.

5. The details of the lateral entry candidates to be admitted will be submitted to CoE with CC to DR-Academics & AR-Academics by 26.07.2024 in the attached excel sheet (Annexure II) in soft copy. There will not be any extension in the submission date (26.07.2024).

6. Campuses are requested to furnish a Daily Report by 6PM regarding number of candidates verified in the proforma enclosed (Annexure-I) by e-mail to dracademics@imu.ac.in with a copy to coe@imu.ac.in and aracademics.hq@imu.ac.in.

7. In case of any query please call AR-Academics on 7305074540.

This issues with the approval of competent authority.

Deputy Registrar
(Academics)

Enclosures: Annexure I & II

To:
The Campus Directors, IMU
Principals, Affiliated Institutes of IMU

Copy to:
1.Vice Chancellor
2. Pro-Vice Chancellor } – for kind information please
2.Registrar/ F.O i/c
3.DR(Academics)/ AR(Academics)
4.IT Section IMU HQ to upload on IMU website.
5.File

Daily Report to be submitted to IMU-HQ by the Campus Directors regarding Verification of Certificates etc., in respect of candidates admitted by Affiliated Institutes.

Name of the Campus: Date:

S.NO	Name of the Affiliated Institute	Name of the Programme	Sanctioned Strength	No. of Students for whom Verification done till date	Total No. of candidates rejected (if any) till date	Remarks

**SIGNATURE OF THE
CAMPUS DIRECTOR**

Name of the Institute			
Student Name in English			
Student Name in Hindi			
Month of Admission (8-Aug)			
Year of Admission			
Date of Birth (dd/mm/yyyy)			
Gender (Male or Female)			
Email ID			
Mobile No			
Religion			
Blood Group			
Aadhaar Number			
Mother Tongue			
Nationality			
Category Candidate (SC/ST/OBC-NCL/GEN-EWS/GEN)			
Physical Disability (1-Yes,2-No)			
If Yes, Disability type			
NCC Candidate (1-Yes,2-No)			
If Yes Certificate (A/B/C)			
Fathers Name			
Mothers Name			
Dependent on Father/Mother/ Guardian			
Father/ Guardian Occupation			
Mother Occupation			
Father Mobile Number			
Parent / Guardians Contact No (Can be same as father's number)			
Parent''s Annual Income (in Rupees)			
Permanent Address			
Permanent Address City			
Permanent District			

Permanent Address state			
Permanent Address Pin Code			
Correspondence Address			
Correspondence Address City			
Correspondence Address District			
Correspondence address state			
Correspondence Address Pin Code			
10th Name of Board			
School Name			
School Address			
City of study of 10th (School city)			
10th Register / Roll No.			
10th Year of Completion			
10th Maximum Marks			
10th Marks Obtained			
10th Overall Percentage			
10th English Maximum Marks			
10th English Marks Obtained			
10th English (Percentage)			
10th / SSLC Certificate (1-Yes,2-No)			
12th Register / Roll No.			
12th Name of University / Board			
12th Year of Completion			
School Name (12th standard)			
School Address (12th standard)			
City of study of 12th (School city)			
12th Result Status (PASS/FAIL/PASS WITH IMPROVEMENT)			
12th Maximum Marks			
12th Marks Obtained			
12th Overall Percentage			
12th English Maximum Marks			
12th English Marks Obtained			

12th English (Percentage)			
12th Physics Maximum Marks			
12th Physics Marks Obtained			
12th Physics (Percentage)			
12th Chemistry Maximum Marks			
12th Chemistry Marks Obtained			
12th Chemistry (Percentage)			
12th Mathematics Maximum Marks			
12th Mathematics Marks Obtained			
12th Mathematics (Percentage)			
PCM Percentage			
Completed Diploma (1-Yes,2-No)			
Diploma (Name of University / Board)			
Diploma/University Name			
Diploma/University Address			
City of study of Diploma			
Diploma Specialization			
Diploma Year of Admission			
Diploma Register / Roll No.			
Diploma Year of Completion			
Diploma Result Status (PASS/FAIL/UNDEGOING)			
Diploma Maximum Marks			
Diploma Marks Obtained			
Diploma Overall Percentage			
Diploma Certificate (1-Yes,2-No)			
Are you a 1st Year Under Graduate (1-Yes,2-No)			
1st Year Under Graduate Name of University / Board			
1st Year College/University Name			
1st Year College/University Address			
City of study of UG 1st Year			
1st Year Under Graduate Specialization			

1st Year Under Graduate Year of Admission			
1st year Under Graduate Register / Roll No.			
1st Year Under Graduate Result Status (PASS/FAIL)			
1st Year Under Graduate Maximum Marks			
1st Year Under Graduate Marks Obtained			
1st Year Under Graduate Overall Percentage			
Passport number / Tatkal passport			
You are from which background(Urban/Rural)			
Hostel (availed/Not availed/Regimental) for regimental courses the answer should be Regimental only			
Registration Number (To be given by IMU)			
Whatsapp Number			
ABC ID			

The soft copy of this annexure will be sent in horizontal format, which will be require to be filled & sent.

In addition, the following attachments will be required to be sent through e-mail. The document should be named by student's name.

1. Photo
2. Signature
3. 10th Std / SSC Marks Certificate
4. 12th Std / HSC Marks Certificate
5. Under Graduate Certificate (if applicable)
6. Category Certificate (if applicable)
7. Disability Certiificate (if applicable)